

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be held at
7 Valley View Court

December 9, 2009

Roll Call, Members of the Authority:

Call to order at: By:

Present:

Chester Szetela
Brian Hickey
Charles Swider
Bruce Socha
Tameika Raye'la Martinez

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

2. Reading of the Minutes of the Meeting

3. Treasurer Report

4. Reading of the Correspondence.

5. Payment of the Bills

A tabulation of those bills to be paid is contained in the Member's folders.

6. Committee Reports

7. Tenant Organization Input

8. OLD BUSINESS

9. NEW BUSINESS:

A. The Housing Authority received six (6) bids by the published deadline to replace the common entry and hallway doors at Memorial Apartments (AMP8-2). A tabulation of the bids is included in the Board members package. Report will be given

Resolution to award the contract

B. The staff has prepared a contract for JDL of Franklin County, Inc. for the replacement of the common entry and hallway doors at the Memorial Apartments (AMP8-2). This contract is in the amount of \$96,900.00 and all work will be completed within 120 days.

Resolution required for approval

C. The Housing Authority received seven (7) Request for Qualifications (RFQ) by the published deadline for the design of the bathroom remodel (Phase I) at Cabot Manor Apartments (AMP8-1). A tabulation of the requests is included in the Board members package. Report will be given.

Resolution to award the contract

D. The staff has prepared a contract for Hill Engineers, Architects, Planners Inc. to conduct the design work for the bathroom remodel (Phase I) at Cabot Manor Apartments (AMP8-1). This contract is for \$45,000.00 and the total remodeling project will be completed by December 2010.

Resolution required for approval

E. The Housing Authority is in receipt of invoice #1 for payment from Valley Home Comfort, Inc. for the installation of the canopy roof at the rear entrance of Birch Bark Apartments in the amount of \$14,240.00. This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

F. The firm of Valley Home Comfort, Inc. has submitted a Certificate of Substantial Completion for the installation of the canopy roof at Birch Bark Apartments.

Resolution required for approval

G. The Housing Authority is in receipt of invoice # 3 from Alpha Contracting Associates, Inc. for the Fair Haven Community Room upgrade in the amount of \$1,332.50. This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

H. The firm of Alpha Contracting Associates, Inc. has submitted a Certificate of Final Completion for the Fair Haven Community Room upgrade work.

Resolution required for approval

I. The Housing Authority is in receipt of invoice # 1 from Gardner Construction & Industrial Services, Inc. for the Senecal site improvements in the amount of \$66,025.00. This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

J. The Housing Authority is in receipt of an invoice from Valley Opportunity Council for the Cabot Manor (AMP 8-1) After School Program in the amount of \$9,201.02. This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

K. The Housing Authority is in receipt of two (2) invoices from LPBA Architects, Inc. for the design development and construction document services in the amount of \$6,235.00 and for architectural design/engineering services in the amount of \$2,175.00. Both invoices are cost associated with the roof replacement at Canterbury Arms Apartments (AMP8-3) and are in accordance with the terms of the contract requirements.

Motion to Pay

L. The Housing Authority is in receipt of an invoice from LPBA Architects, Inc. for the schematic design/preliminary study services in the amount of \$3,800.00 for the elevator upgrade at the Canterbury Arms Apartments (AMP8-3). This invoice is in accordance with the terms of the contract requirements.

Motion to Pay

M. In order to comply with the Procurement Policy requirements of the American Recovery and Reinvestment Act (ARRA), the Chicopee Housing Authority has determined that the current Procurement Policy meets the requirements of the Recovery Act and subsequent guidance, and will comply with the Act/guidance, including 24 CFR Part 85, for purposes of all Recovery Act procurement activities.

Resolution required for approval

N. The staff has prepared Amendment #3 for the Federal Pilot Tax Agreement to correct the number of CHA federal units listed in the agreement from 257 to 383. Even though 257 units are indicated in the current agreement, the Chicopee Housing Authority has paid taxes to the City based on the correct number of 383 units.

Resolution required for approval

O. The Housing Choice Voucher Administrative Plan was reviewed and revisions are necessary in order to comply with all federal requirements and policies and to allow the Housing Authority to administer the program more efficiently and effectively. The revised plan has been completed and Board approval is requested.

Resolution required for approval

P. On November 24, 2009 a collection of proceeds from the laundry machines at developments equipped with Laundromats was completed by representatives of the CHA and the Automatic Washing Machine Co. A copy of the report is contained in the Board package.

Resolution required for approval

Q. Five (5) insurance companies were solicited for quotes for the vehicle insurance for the year 2010. Martin J. Clayton Insurance Company was the only quote received for this service. The premium will be \$9,416.00 for the year 2010.

Resolution required for approval

The next regular meeting of Chicopee Housing Authority will be held on January 13, 2010.